

MVAC JANUARY 9, 2002 MEETING

The MVAC meeting was held on January 9, 2002 at State Fleet Management. Marcella Paul started the meeting at 9:02 a.m..

In attendance: Cher Threlkeld – DOW, Roger Friedrich – DOHS, Barbara Taylor – DOHE, Bob Schley – Fleet, Terry Wachsmann – Fleet, Gene Stroh – DOHE, Dave Monson – DOC, Steve Conrad – DORA, Michael Stadler – DOHE, Nestor Lujan – DOR, Jim Anderson DOHE, Patti Hughes – DOHE, Karen Griggs – CSP, Frank Tamayo – DOLA, Mercedes Schwall – Parks, Cindy Hamby – DOR, Tzrya Andreeva – DOAG, Dianne Primavera – DOR, Owen Dean – DOT, Patti Torres – DOLE, Marcella Paul – Fleet, Scott Madsen – Fleet.

Marcella introduced State Fleet Management's new Fleet Manager, Scott Madsen.

Introductions were made around the room.

Scott – SFM is knowledgeable, professional and has a sophisticated system. There will be a renewed focus on customer service.

Accidents – Handout – Accident Net Cost by Fault 1/7/02 (attached). No rate changes are anticipated. The percent of State accidents is above average. SFM will include a breakdown per Department for next month.

CARS – The new version will be out by the end of the first quarter. SFM will include information as to what changes are in the new version.

Voyager – Handout – Tax Exempt Fuel Cards Memo. IRS changes on fuel cards used by fleets, taxes would be paid up front and would have to be collected at the end of the year. Voyager has sent out letters to agencies that are piggybacked on the fleet account regarding fuel tax. Please look at the letter, fill out the appropriate information and put on your agency's letterhead. Send to the IRS address on the letter by January 22, 2002.

Replacements

SFM's New Vehicle Coordinator is working on the orders for new vehicles. Please finalize orders and return to SFM or call if you have any questions.

Registrations – Agencies are receiving renewal registrations and tags for sold vehicles. SFM is in the process of working with DOR to automate the sold vehicle records. Automated renewals are ran once a month. DOHS asked if it

would be possible to run these more than once a month. DOR will check into this. The easiest way to change the address on your registration is to put this in a letter or spreadsheet format and submit it to DOR. On the new vehicle address requests, there will be a place to put the mailing address.

Preventive Maintenance – The new version of CARS will have the updated schedule for preventive maintenance. Firestone is the most reasonable for an oil change. It was asked if vehicles are being removed from the Ford QFC when they are sold. SFM will check into this.

Seasonal – SFM needs seasonal requests from agencies as soon as possible to set the reservation list.

Vehicle Coordinator's Handbook – As of the MVAC meeting there have been no new inserts. The Delegation of Authority issue is in draft form and being reviewed by SFM before it is put into the handbook.

Old Issues – Miscalculations on fees to DOHE. SFM will credit these in the next cycle before close of FY.

New Issues – MVAC Survey Response - Tabled until the February MVAC meeting.

CDOT has asked if their new vehicles can be delivered to Tower and Colfax, to enable CDOT staff to put emblems on while they are waiting for license plates. SFM will check into this matter.

SFM – An email went out on 1/2/02 requesting the turn in of underutilized vehicles. A formal announcement should be out the week of 1/9/02. Originally, the JBC requested that all of the underutilized vehicles be turned in, after negotiations with the JBC only 50% of an agency's underutilized vehicles are to be turned in. SFM will help agencies with technical issues for an appeal. SFM would like agencies to continue to address utilization codes to fit the vehicle usage. SFM is looking into allowing the vehicle coordinator to change their usage codes. SFM supported a suggestion to have the MVAC meet with the JBC as a group to discuss their ideas regarding the utilization codes for next year.

It was asked; if the JBC has a dollar amount, they expect to receive for the vehicles that are being turned in. They have a figure of approximately \$400,000.

The vehicles requested date for the turn in of underutilized vehicles is April 1, 2002, per the original letter.

SFM will be issuing a credit to agencies if the mileage is over the originally reported miles.

DOHS suggested that vehicle coordinators be able to pull the utilization report from CARS by section for each department.

If an agency has to turn in 50% of their underutilized vehicles, do they need to justify the remainder? SFM – The agency is being asked to submit a plan for improving the utilization of the vehicles on the list which are not being turned in. This could include reassignment, vehicle sharing, corrections to existing utilization codes, etc.

The meeting was adjourned at 10:35 a.m.

The next meeting is February 13, 2002 at 9:00 a.m.